

# APPLICATION FOR MINOR RESIDENTIAL DEVELOPMENT

## TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT

Civic Center: 110 E. Main Street, Los Gatos CA 95032

Date Received:

Phone: (408) 354-6874 FAX: (408) 354-7593

Application #:

Mailing Address: P.O. Box 949, Los Gatos CA 95031

**1. PROPERTY LOCATION:**

Address of subject property: \_\_\_\_\_

**2. APPLICANT REQUEST:**

- \_\_\_\_ New Second Story Addition  
\_\_\_\_ Addition greater than 100 sq. ft. to existing second story  
\_\_\_\_ Reconstruction of a portion of a single or two-family dwelling with a nonconforming setback  
\_\_\_\_ Accessory structure exceeding 450 sq. ft.  
\_\_\_\_ Reduction in side/rear yard setbacks for an accessory structure  
\_\_\_\_ Sport Court Lighting

**3. PROPERTY DETAIL:**

Lot Area \_\_\_\_\_ Zoning \_\_\_\_\_ APN \_\_\_\_\_

**4. PROPERTY OWNER:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*I hereby certify that I am the owner of record of the property described in Box #1 and that I approve of the action requested herein.*

**SIGNATURE OF PROPERTY OWNER** \_\_\_\_\_ **Date:** \_\_\_\_\_

**5. APPLICANT: ( If same as above, check here \_\_\_\_\_ )**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **Date:** \_\_\_\_\_

**6. ITEMS RECEIVED:**

\_\_\_\_\_ Envelopes \_\_\_\_\_ Set(s) of plans \_\_\_\_\_ Mailing List (Owners & Occupants)

**DO NOT WRITE IN THIS SPACE**

PLANMRD	\$1,285.00
PTRACPLN	51.40
PLANAP	128.50
TOTAL	\$1,464.90
*RT85STUD	128.50
TOTAL	\$1,593.40

\* If site is located within Route 85 Study Plan Area

# ADMINISTRATIVE PROCEDURE FOR THE PROCESSING OF APPLICATIONS FOR MINOR RESIDENTIAL DEVELOPMENT

When Architecture and Site Approval is **not** required by the Town Code, this administrative procedure will be used to review plans for a new second story, second story additions exceeding 100 square feet, construction of an accessory structure(s) greater than 450 square feet, reduction of side and rear yard setbacks for accessory structures, reconstruction of a portion of a single or two-family dwelling with a nonconforming setback and sport court lighting.

1. The following materials constitute an application package and must be submitted:
  - . Completed Application.
  - . Filing fee.
  - c. One set of plans to include the following minimum requirements:
    - Site plan to include location of structures on subject and adjacent parcels.
    - Building elevations (existing and proposed)
    - Floor plans (existing and proposed)
    - Shadow study and streetscape (2nd floor additions only)
    - Data table to include existing site area, existing and proposed floor area of each floor of the structure and totals, and existing and proposed floor area ratio
    - Demolition plan
    - Average slope
  - d. One set of stamped, addressed envelopes for each neighboring property owner and to the occupant if the structure is not owner occupied for a minimum of six parcels (or occupants).
  - e. Property owners mailing list indicating the Assessor's Parcel Number, name and address of each property for which envelopes are provided.
  - f. Copy of map showing properties to be notified.
  - g. Photographs of existing structures.

The Community Development Department will assist the applicant in determining the properties to be notified (a minimum of six to include all properties abutting the applicant's parcel to the rear, the three properties directly across the street and the two parcels on each side of it).

2. The Director of Community Development reviews the application using the Town's Residential Development Standards, as well as the Town Code requirements.
3. If the structure was built prior to 1941 and/or if the site is located within an historic district or is a designated historic landmark, the Town's Historic Preservation Committee will review the application. This Committee will review the application using the Town's Historic District Ordinance requirements or the Development Guidelines for pre-1941 structures (whichever is applicable). Copies of these documents are available at Town Hall. The Committee meets the first Wednesday of every month. The filing deadline is 13 days prior to the meeting by 3:00pm. The Committee makes recommendations to the Director of Community Development once the plans are complete.
4. If the application can be approved by the Director of Community Development, a "Notice of Intent to Approve" will be mailed to neighboring residents and property owners. The notice will advise the residents and property owners of the applicant's plans, and that the application will be approved unless there is an objection. The residents and property owners will have ten calendar days in which to review the application and to notify the Director of Community Development of any concerns or problems. The Director of Community Development will evaluate the comments received in making a decision on the application. The ten day review period begins the day after the notice is placed in the mail, and also constitutes the required appeal period.

5. If no one objects to the project by the end of the public review period, the application may be approved. If there are objections but the differences in opinion can be worked out to the satisfaction of all those involved, then the application may also be approved. If differences cannot be worked out, the Director of Community Development shall make a decision based on the information submitted and Town policies. That decision may be appealed to the Planning Commission. If the Director of Community Development's decision is not appealed, the Building Permit may be issued.
6. If there is an appeal to the Director of Community Development's decision, the application will be scheduled for the next available Planning Commission meeting for consideration at a Public Hearing.
7. If the Director of Community Development determines that the application does not comply with the Residential Development Standards and the applicant is unwilling to revise the plans or if there is a neighbor opposed to the project, then the applicant will be required to file an Architecture and Site Application (including the required fee). The application will be processed in the same manner as other Architecture and Site Applications.

### **Other Agency Requirements**

1. If a demolition of an accessory structure is proposed, approval must be received from the Bay Area Air Quality District, prior to obtaining a building permit. Contact the Building Division at 354-6881 for more information.
2. If work is proposed in or near a creek (wet or dry), please contact the Department of Fish and Game at (707) 944-5500 to discuss their regulations and to determine whether or not permits are required from their department.
3. If construction is proposed within 50 feet of a water course, please contact the Santa Clara Water District at (408) 265-2600 ext. 2253, to discuss their regulations and to determine whether or not permits are required from their department.
4. If the project is located in a hazardous fire area, any new or accessory structure over 500 square feet in area and/or an addition to any structure which is greater than 500 square feet in area shall have a residential fire sprinkler system installed throughout the entire building(s), pursuant to Town Code requirements. Depending on site access and water availability, a fire sprinkler system may be required for any new construction, whether or not it is located within the hazardous fire area. Please contact the Santa Clara County Fire Department at (408) 378-4010 for more information.

**TOWN OF LOS GATOS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**REQUIREMENTS FOR SUBMITTAL OF SECOND STORY ADDITIONS  
NON CONFORMING SETBACK RECONSTRUCTION  
AND ACCESSORY STRUCTURES GREATER THAN 450 SQUARE FEET**

The following is a listing of the minimum requirements for the submittal of plans to the Community Development Department. Applicants are to use this as a checklist to ensure completeness of the proposal.

**A. GENERAL REQUIREMENTS:**

1. Scale on each sheet.
2. North arrow on each sheet as applicable.
3. Sheet size not to exceed 24" x 36" size.
4. Plans fully dimensioned.

**B. PLAT OR SITE PLAN WITH THE FOLLOWING MINIMUM INFORMATION:**

1. All property lines.
2. All yards or building setbacks.
3. All buildings, existing and proposed, including:
  - a. Use of all buildings;
  - b. Which buildings (or portions thereof) to be removed;
  - c. Existing and proposed grades.
4. Existing trees including diameter, location, species, existing grade at the base, and driplines (include driplines of trees on adjacent parcel(s) if the dripline extends on the subject parcel).
5. Driveways and off-street parking spaces including stall size, curbs, and surfacing materials.
6. Table giving the following:
  - a. Site area;
  - b. Gross floor area (each floor and total);
  - c. Floor area ratio (maximum allowed and proposed);
  - d. Lot area coverage (building and pavement).
7. Grading plan (if applicable).
8. Location of all structures on adjacent properties located within 50 feet of subject property.
9. Easements.
10. Water courses.

- C. If the structure was built prior to 1941 and/or if the site is located within an historic district or is designated historic, the Town's Historic Preservation Committee will review the application. Five sets of reductions of the plans (11" x 17") must also be submitted with the application.

**D. FLOOR PLAN AND ELEVATIONS WITH THE FOLLOWING MINIMUM INFORMATION:**

1. Dimensioned floorplans.
2. All elevations:
  - a. Existing and finished grade;
  - b. Height of structure.
3. Photos of existing structure.
4. Exterior materials (existing /proposed)
5. Demolition floorplans showing location, linear footage & percent of walls to be removed. Proposed project must maintain 50% or greater of the exterior walls (See Demolition Policy),
6. Highlighted Demolition Elevations showing location, square footage & percent of walls to be removed and to remain. Proposed project must maintain 50% or greater of the exterior walls (See Demolition Policy),

**E. STREETScape, SHADOW STUDY AND CROSS SECTION (NOT NECESSARY FOR ACCESSORY STRUCTURES)**

1. Shadow study to include the following:
  - a. Winter/summer shadow lines at 9 A.M., noon, and 3 P.M.;
  - b. All structures on adjacent properties;
  - c. Height and number of stories of adjacent structures.
2. Streetscape to include the following:
  - a. Front elevation of structure and plan view with changes superimposed on existing structure;
  - b. Streetscape including both sides of street. Include at least three structures on each side of applicant's property and six structures on opposite side of the street.
3. Cross Section:  
Illustrate structure in relationship to existing structures across the street and behind.

O = Subject Site      \* = To be notified



